

# **South Jordan City “Field Use” Mtg.**

February 7, 2007



# Introduction: “Field Use” Committee



- Deputy Director of Recreation-John Bradley
- Deputy Director of Parks-Craig Thaxton
- Parks & Recreation Director-Don Tingey
- Sports Coordinator-Clint Warnick
- Field Maintenance Coordinator-James Schreiber

# ***New!* Field Request Procedure**

- All organizations will receive a letter and instructions in December of each year.
- “Request Forms” from each organization will be due 2<sup>nd</sup> week of January.
- Communication Meeting” to grant requests will be 1<sup>st</sup> week of February.
- After each season we will hold a Follow-up meeting with individual organizations to review pro’s and con’s.
- TO BE REVIEWED ON ANNUAL BASIS

## ***New! No Smoking Park Ordinance***

- No smoking at any of the city parks or facilities. This includes anywhere within the park boundaries.
- Individuals will be cited for neglect with this park ordinance.
- Please help pass this word to your participant parents through registration and other means.

# Organization Packet

Each Organization will receive:

- Annual Contract
- Fees & Information Worksheet
- Key Checkout
- Bad Weather Procedures
- Concessions Checklist
- “Change Request Form”
- Contact List-Emergencies

# Annual Contract

- The Deputy Director of Recreation will be your contract liason with the city each year.
- Contract needs to be signed and returned to me ASAP.

# Fee & Information Worksheet

This includes:

- Fees that your organization will be charged including fee due date.
- Field location allocation with attached notes.
- Other additional notes.

# City Cost Recovery Model

1. The city provides certain services to the general public.  
(This includes grass mowing, garbage pick-up, etc...)
2. Any organization that uses city fields which adds additional level of service is charged fees.  
(This includes double mowing of grass, chalking, field dragging, additional garbage, etc...)



# City Expenses

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## Field Maintenance (Additional Level of Service)

- Staff Time
- Field Preparation
- Paint, Chalk & Supplies
- Maintenance of Equipment, Fuel
- Lights (unique to league play)
- Field Top-Dressing, aerating & fertilizing

# Key Checkout

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League Presidents (only) coordinate key pick up with James Schreiber.

Lost keys require re-keying & is expensive.

- Fee for lost keys \$250.00

# Bad Weather Procedures

## Field Closure Procedure:

- On bad weather day call 253-PLAY and listen to the recording.
- When fields are closed, they are closed!
- Safety First
- Please respect the fields, because it takes time to rehab if they are played on during bad weather days.

# Concessions

- This checklist will help you to know what needs to be done to fulfill your end of the bargain.

Who runs the concessions stand?

- The city is also looking at the potential of (city) running the concession stands for the 2008 year. We hope to have an open dialogue with you regarding this.
- If this was to happen, there might be a way to give back each organization a portion of the revenue?

# Change “Request” Form

This request form will be required for any action taken that is not covered by the agreed upon contract or fees and information worksheet.

This includes any items that organizations would like to donate to the city like scoreboards, field equipment, etc...

This form needs to be given to the Deputy Director of Recreation, who will in turn bring to the “Field Use” Committee for discussion.

# Emergency Contact List

## Contract Issues:

John (801)254-3048

## Field Improvement Related Issues:

Contact James Schreiber

## Emergency Issues:

On Call Personnel:(801)-301-1475

**Communication is the key to success!**

# Good Luck!

**We do look forward to partnering with you!**

